FOREST HILLS HIGH
ONLINE REUNION SITE
USER MANUAL

ForestHillsHigh.com Alumnus Area

The ForestHillsHigh.com Alumnus Area is located at
http://www.foresthillshigh.com/alumnus/

In this area, you can post personal information about yourself, and family photos. You can also search for other Alumni by Gender and year of graduation, and/or by those Alumni who have photos online or who are online at the time you are conducting the search, and you can send them private email messages. Complete search and emailing instructions are contained in this manual.

In order to access the Alumnus area, you must first REGISTER on the login page at http://www.foresthillshigh.com/alumnus/ (see login page – Illustration below)

Forest Hills High School Online Reunion Site

Search for your old classmates - List comments and information you want others to view - Upload photos of yourself and family members - Send "private" unlimited emails to anyone

Welcome To The ForestHillsHigh.com Alumnus Area.

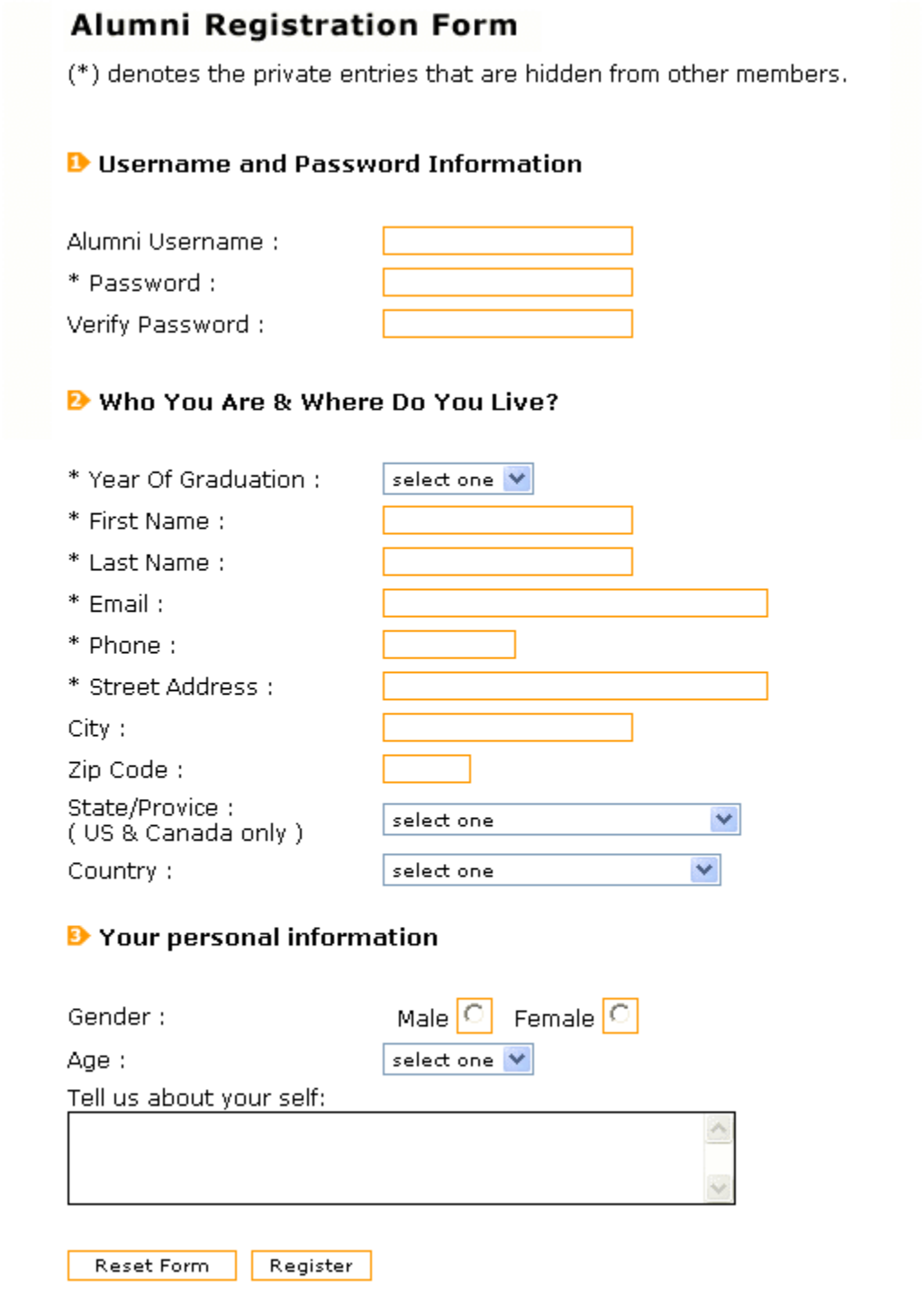
In order to access the Profiles of other Alumni and to make contact with them, you'll first have to register. To do this, just click on the "Register Here" link on the right side of this page. WHEN YOU REGISTER ENTER ANY NAME YOU'D LIKE AS YOUR LOGIN NAME. Just make sure it is at least 5 characters or you'll get an error message.

To see how everything works click on the "Help" link after you register.

Username :
Password :
Login

- Register Here.
- Forgot Password!

To Register, just click on the Register Here link and the following page will appear:



Alumni Registration Form

(*) denotes the private entries that are hidden from other members.

1 Username and Password Information

Alumni Username :
* Password :
Verify Password :

2 Who You Are & Where Do You Live?

* Year Of Graduation : select one
* First Name :
* Last Name :
* Email :
* Phone :
* Street Address :
City :
Zip Code :
State/Provice : (US & Canada only) select one
Country : select one

3 Your personal information

Gender : Male Female
Age : select one
Tell us about your self:

Reset Form Register

On this form, enter a User Name and password, and then enter your password a second time. The user name and password you enter is what you will use each time you wish to Log Into the Alumnus Area. The user name and password should contain at least 6 to 16 characters (numbers can also be included, but are not required).

Select your year of graduation using the drop down menu, and enter your first name, last name, email address, city, state, zip, country, and phone number.

Then enter your personal information: Gender (male or female), age, and a description about yourself or family.

NOTE: <u>Your email address, telephone number and street address will remain private and cannot be viewed by any site visitors.</u> The only information that will be visible to other Alumni when they visit the Alumnus area is the following:

Year Of Graduation :	1952
Username :	JohnD
Gender :	male
Age :	62
City :	Kings Park
Zip Code :	11754
State :	New York
Country :	United States of America
Member Notes:	Married. 4 grown children. Retired.

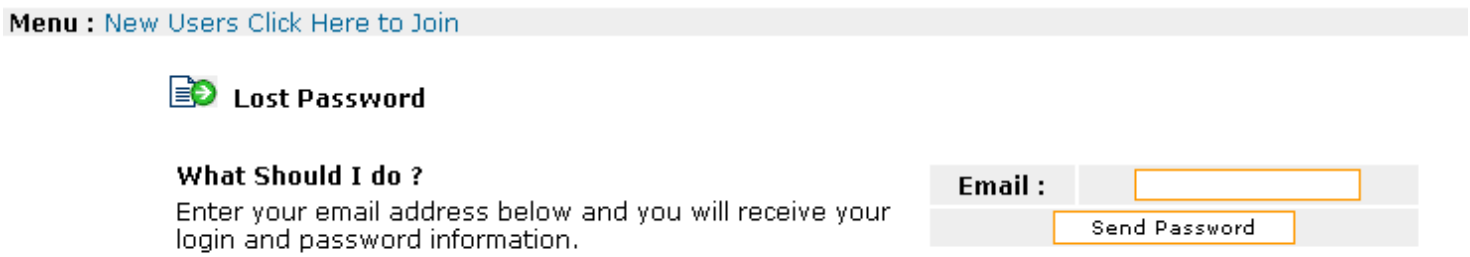
<u>Your address and phone number are never revealed</u>, and when someone wants to send you an email, they simply click on a link that allows them to send an email directly to you without your email address being revealed (more on this later). The only time anyone gets to see your email address is if YOU elect to give it to them.

<u>Logging in to the ForestHillsHigh.com Alumnus Area</u>

Once you have registered, you will be prompted to click on a link that automatically logs you into the Alumnus area.

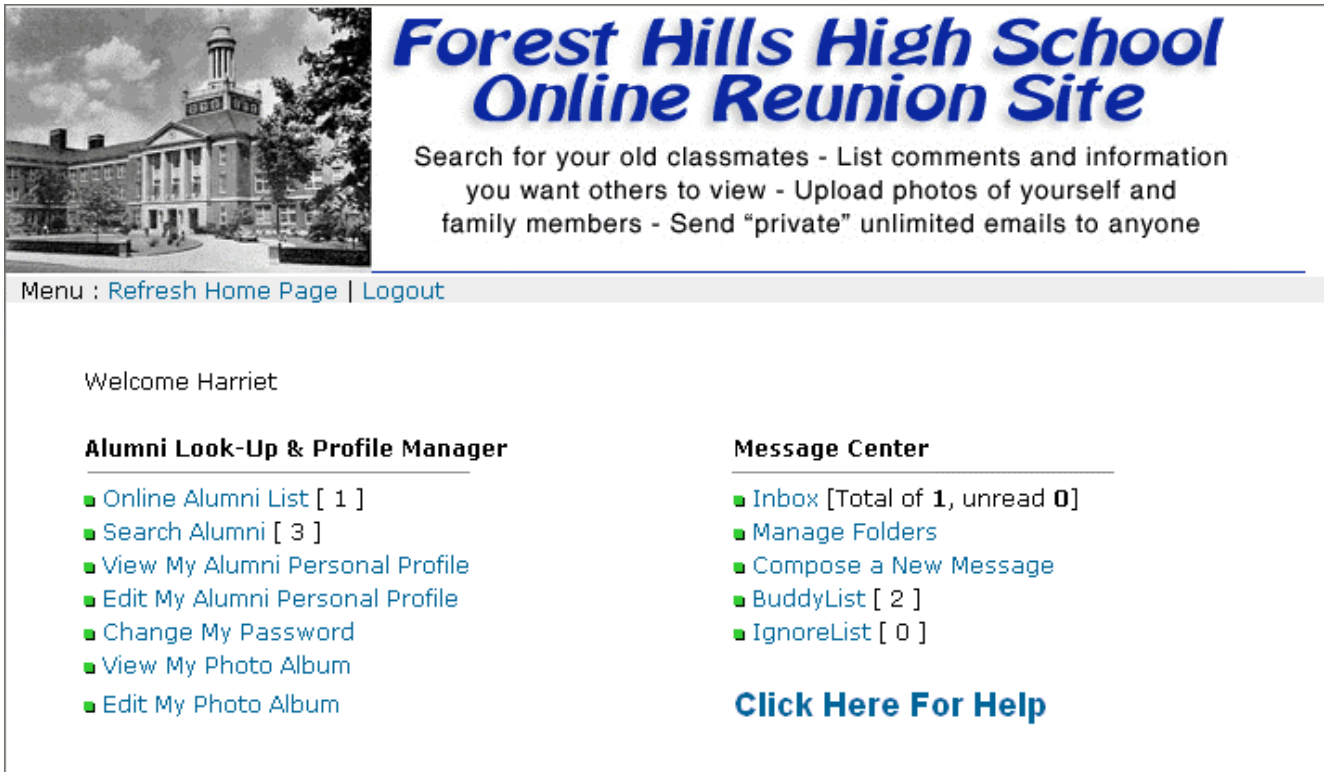
On all subsequent visits just go to http://www.foresthillshigh.com/alumnus/ to log into the Forest Hills High Alumnus area. Enter your user name and password.

If you forget your password, click on the “Forgot Password” link and the following screen will appear:


Menu : New Users Click Here to Join
Lost Password
What Should I do ?
Enter your email address below and you will receive your login and password information.
Email :
Send Password

Just enter the email address you used when you first registered and click on the Send Password button. You will immediately receive a new password via email. Use the new password to log into the Alumnus area, and when you get there, you will be able to change your password to anything you'd like.

As soon as you log in, you will be taken to the MAIN ALUMNUS screen (see illustration below).


Forest Hills High School
Online Reunion Site
Search for your old classmates - List comments and information you want others to view - Upload photos of yourself and family members - Send "private" unlimited emails to anyone
Menu : Refresh Home Page | Logout
Welcome Harriet
Alumni Look-Up & Profile Manager
Online Alumni List [1]
Search Alumni [3]
View My Alumni Personal Profile
Edit My Alumni Personal Profile
Change My Password
View My Photo Album
Edit My Photo Album
Message Center
Inbox [Total of 1, unread 0]
Manage Folders
Compose a New Message
BuddyList [2]
IgnoreList [0]
Click Here For Help

This is the main screen where there are 7 options under the heading "Profile Manager" and 5 options under the heading "Message Center".

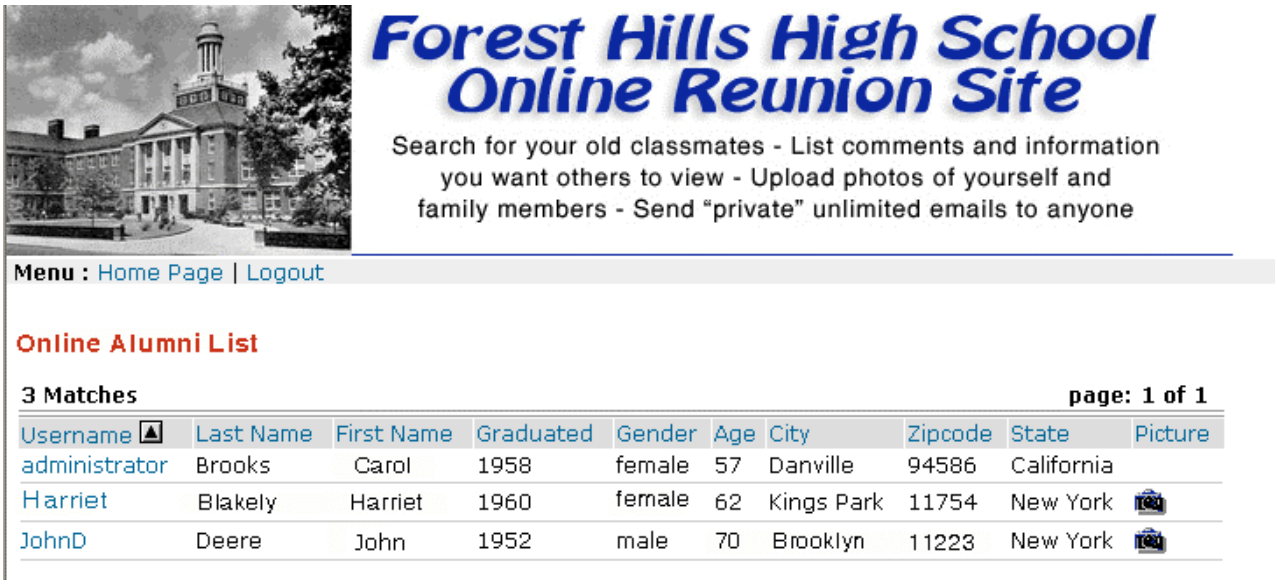
The Alumni Look-Up & Profile Manager options allow you to:
Search for all Alumnus Members whether they are offline or online
Edit your personal profile
Change your password
Upload photos from your personal computer to your personal photo album

The Message Center options allow you to:
Read email sent to you by other Alumni
Reply to email sent to you by other Alumni
Add Forest Hills High Alumni to your "Buddy List" (explained later)
Create an "Ignore List" of email addresses you want to block

There is also a HELP link below the Message Center. Clicking on this displays this HELP document, which you should print and keep in a binder for reference.

Profile Manager

Online Alumni List


Forest Hills High School
Online Reunion Site
Search for your old classmates - List comments and information you want others to view - Upload photos of yourself and family members - Send "private" unlimited emails to anyone
Menu : Home Page | Logout
Online Alumni List
3 Matches
page: 1 of 1
Username Last Name First Name Graduated Gender Age City Zipcode State Picture
administrator Brooks Carol 1958 female 57 Danville 94586 California
Harriet Blakely Harriet 1960 female 62 Kings Park 11754 New York
JohnD Deere John 1952 male 70 Brooklyn 11223 New York

You will note that the Online Alumni List link has a numeral in parenthesis to the right of the link (Illustration, page 4). This indicates the number of Alumni that are actually online at the time you enter the Forest Hills High Alumnus area. Knowing this can come in handy, as you can send emails to classmates knowing that they are online at the time you send the email.

When you click on the Online Alumni List the above screen appears listing all Users who are online, listing them by Fist and Last name, graduation year, gender, age, city, state, and zip code. There is also a "Picture" column. If you see a "Camera Icon" adjacent to the user listing, it means that the user posted photos, which you can view by either clicking on the camera icon or the User Name.

When you click on the User Name or Camera Icon, an Alumni Personal Profile page appears (see below illustration) showing a full profile of the Alumni member whose camera icon or User Name you clicked on.

Menu : Home Page | Logout | Edit My Profile | Delete My Profile |

My Alumni Personal Profile

(*) denotes the private entries that are hidden from other members.

Click Caption below photo to view any additional photos.

Harriet 1982

User Information

Year Of Graduation :	1960
Alumni Username :	Harriet
* First Name :	Harriet
* Last Name :	Blakely
Gender :	female
Age :	62
* Email :	harrietblakely@hotmail.com
* Phone :	925-984-8222
* Street Address :	PO Box 892
City :	Danville
Zip Code :	98546
State :	California
Country :	United States of America
About my self:	Divorced. 2Children. 6 Grandchildren. Semi-Retired.

My Statistics

Date Registered :	2004-10-11
Date Profile Last Modified :	2004-10-17
Last Login :	2004-10-17 15:16:26
Number Of Messages Sent :	1
Number Of Messages Received :	2
Number of Times Profile Viewed :	26

If you then click on the “Caption” below the photo, another page will appear allowing you to view all photos posted by the Alumni member (see illustration page 7).

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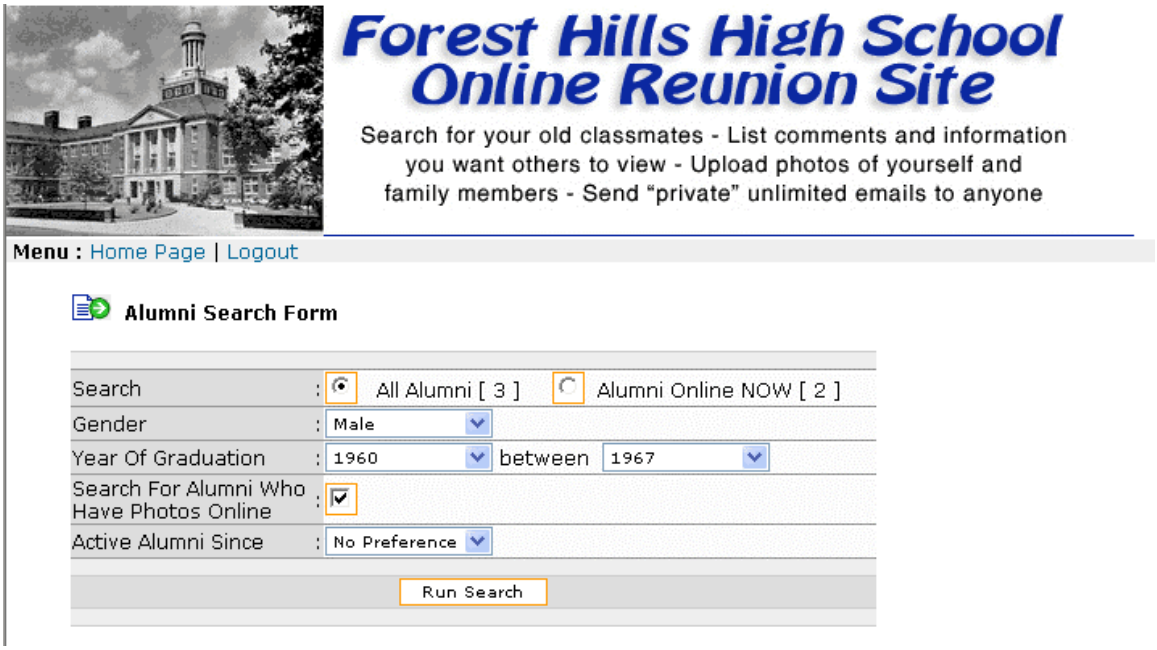
Forest Hills High School
Online Reunion Site
Search for your old classmates - List comments and information you want others to view - Upload photos of yourself and family members - Send "private" unlimited emails to anyone
Menu : Home Page | Logout
Photo Album
Harriet's photo album
Click To View Photos - Pictures: [1] [2][3][4][5][6]
Harriet 1982

Each Alumni can post up to 6 photos, and clicking on the 1,2,3,4,5,6 photo links displays each photo (full size).

Search Users


Forest Hills High School
Online Reunion Site
Search for your old classmates - List comments and information you want others to view - Upload photos of yourself and family members - Send "private" unlimited emails to anyone
Menu : Home Page | Logout
Alumni Search Form
Search : All Alumni [3] Alumni Online NOW [2]
Gender : Male
Year Of Graduation : 1960 between 1967
Search For Alumni Who Have Photos Online :
Active Alumni Since : No Preference
Run Search

Clicking on the Search Alumni link on the main screen displays the Alumni Search Form (illustration, page 7), which allows you to search for ALL Alumni or just those who are Online at the time you visit the Alumni Area. To run a search, simply select All Alumni or Alumni Online NOW (note, a numeral tells you how many Alumni members have subscribed). Select the year of graduation using the drop down menu or select a date range. You can also limit your search to "Only those Alumni who have photos online". Click on RUN SEARCH button to begin the search.

Forest Hills High School Online Reunion Site

Search for your old classmates - List comments and information you want others to view - Upload photos of yourself and family members - Send "private" unlimited emails to anyone

Menu : Home Page | Logout

Search Output

3 Matches **page: 1 of 1**

Username	Last Name	First Name	Graduated	Gender	Age	City	Zipcode	State	Picture
administrator	Brooks	Carol	1958	female	57	Danville	94586	California	
Harriet	Blakely	Harriet	1960	female	62	Kings Park	11754	New York	
JohnD	Deere	John	1952	male	62	Kings Park	11754	New York	

Once you click on RUN SEARCH, the above output screen appears listing all Alumni by name, graduation year, gender, age, city, and state, with an indication if a photo(s) has been posted (camera icon). Clicking on a User Name or camera icon displays the Member profile with access to the photos.

My Alumni Personal Profile

Menu : Home Page | Logout | Edit My Profile | Delete My Profile |

My Alumni Personal Profile

(*) denotes the private entries that are hidden from other members.

Click Caption below photo to view any additional photos.

Harriet 1982

User Information

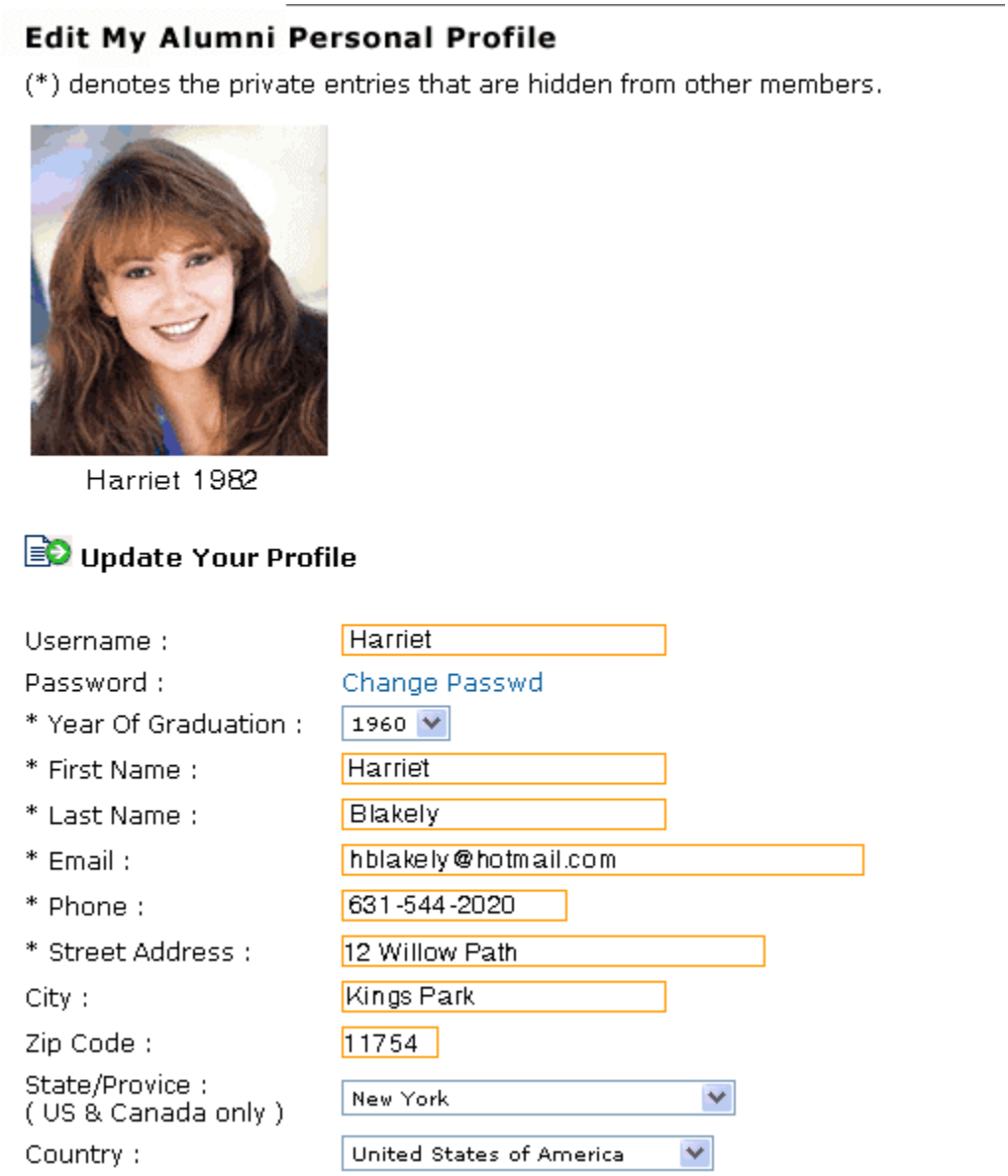
Year Of Graduation :	1960
Alumni Username :	Harriet
* First Name :	Harriet
* Last Name :	Blakely
Gender :	female
Age :	62
* Email :	harrietblakely@hotmail.com
* Phone :	925-984-8222
* Street Address :	PO Box 892
City :	Danville
Zip Code :	98546
State :	California
Country :	United States of America
About my self:	Divorced. 2Children. 6 Grandchildren. Semi-Retired.

My Statistics

Date Registered :	2004-10-11
Date Profile Last Modified :	2004-10-17
Last Login :	2004-10-17 15:16:26
Number Of Messages Sent :	1
Number Of Messages Received :	2
Number of Times Profile Viewed :	26

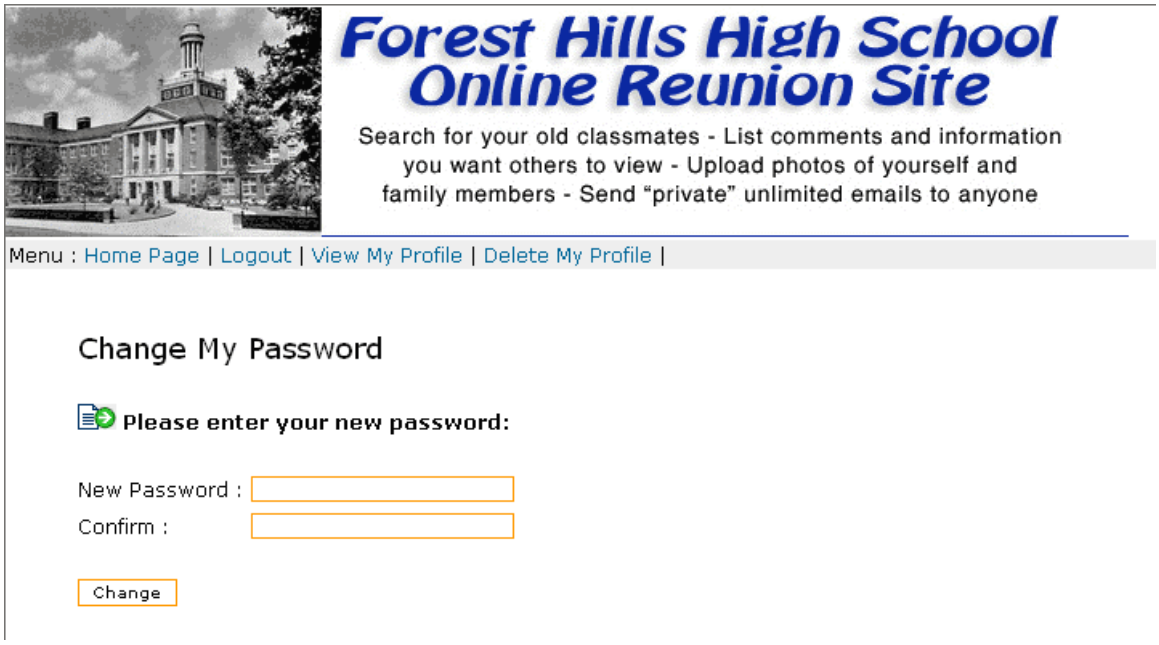
You can click on the My Alumni Personal Profile Profile link on the Main Screen at any time to display your own user profile (see above illustration). Click the Caption beneath photo to display your photo links.

Edit My Alumni Personal Profile


Edit My Alumni Personal Profile
(*) denotes the private entries that are hidden from other members.
Harriet 1982
Update Your Profile
Username : Harriet
Password : Change Passwd
* Year Of Graduation : 1960
* First Name : Harriet
* Last Name : Blakely
* Email : hblakely@hotmail.com
* Phone : 631-544-2020
* Street Address : 12 Willow Path
City : Kings Park
Zip Code : 11754
State/Provice : (US & Canada only) New York
Country : United States of America

You can click on the EDIT MY ALUMNI PERSONAL PROFILE link on the main screen at any time (above illustration), which enables you to edit your own profile.

Change My Password

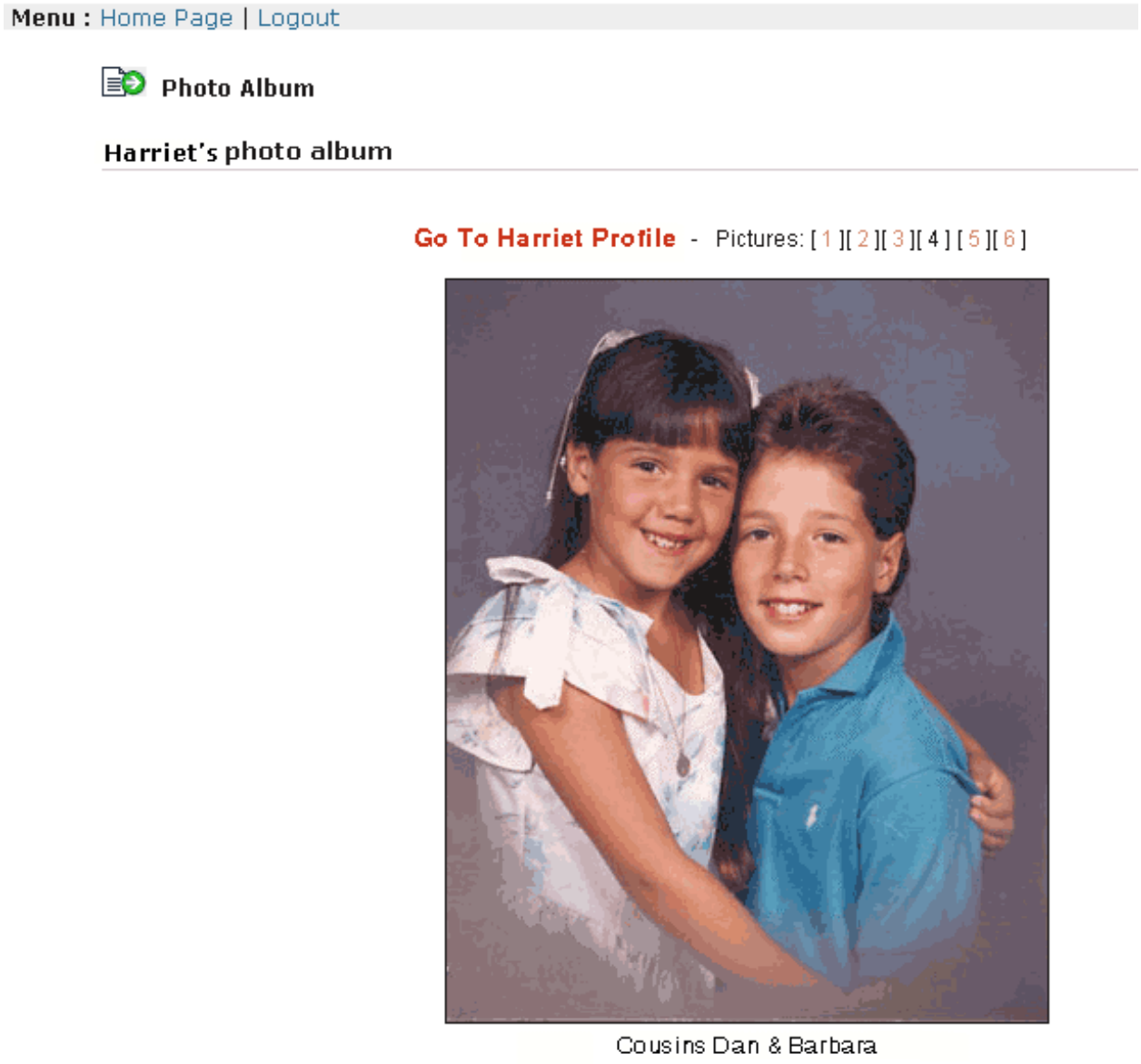

Forest Hills High School
Online Reunion Site
Search for your old classmates - List comments and information you want others to view - Upload photos of yourself and family members - Send "private" unlimited emails to anyone
Menu : Home Page | Logout | View My Profile | Delete My Profile |
Change My Password
Please enter your new password:
New Password :
Confirm :
Change

Clicking on the CHANGE PASSWORD link on the main screen (above illustration) allows you to change your password at any time. You would then use your new password to log into the Alumni area.

My Photo Album

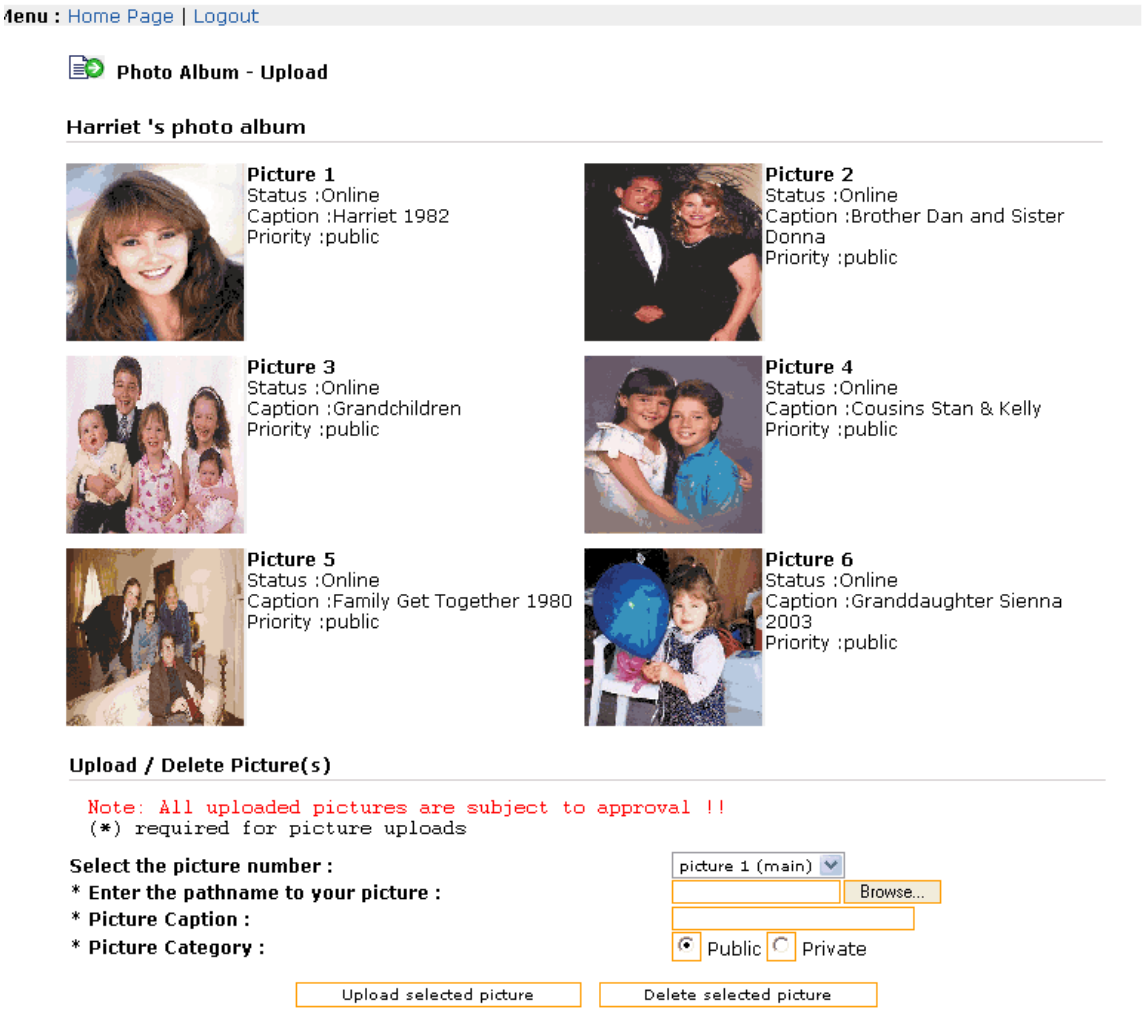
Forest Hills High School
Online Reunion Site
Search for your old classmates - List comments and information you want others to view - Upload photos of yourself and family members - Send "private" unlimited emails to anyone
Menu : Home Page | Logout
Photo Album
Harriet's photo album
Click To View Photos - Pictures: [1] [2][3][4][5][6]
Harriet 1982

When you click on the MY PHOTO ALBUM link on the main screen, the above screen displays (page 11). Clicking on any of the 6 photo links displays a full size photo (see below illustration).



Edit Photo Album

Clicking on the EDIT PHOTO ALBUM link on the main screen displays the below screen, which allows you to upload up to 6 photos to your personal photo album directly from your home computer. The pictures must not exceed 500 pixels wide by 345 pixels high.



You can change photos as often as desired so long as no more than 6 photos appear in your album at any time. To upload a new photo or to replace a photo, select a photo number using the drop down menu. Then click on the browse button to locate the photo on your computer's hard drive. Then enter a caption that you want to appear below the photo **(required). If you want all visitors to be able to view your photo, click on "Public". Then click on the "Upload Selected Picture" button, and you will see the photo appear. You can also click on the "Delete Selected Picture" to delete any photo.**

The photos that you initially see upon uploading are "thumbnails" that are created by our programming, and will appear as full size photos when your photo album links are clicked on.

Note: The photo(s) you uploaded to your personal photo album will not appear there until the web site administrator "Approves" them, which takes place within 24 hours of the time you post the photo(s). This insures that members do not post photos that are offensive in any way.

Message Center

Inbox

Forest Hills High School Online Reunion Site

Search for your old classmates - List comments and information you want others to view - Upload photos of yourself and family members - Send "private" unlimited emails to anyone

Menu : Home Page | Logout | Compose a New Message | Manage Folders

Message Center

Folder : Inbox — Go to Folder: Select a Folder

1 Message(s) — **page: 1 of 1**

	Subject	Date & Time
administrator	Welcome Harriet Blakely	Oct 11, 2004, 00:26am EDT

Check All | Clear All

Delete Selected Messages

Move Selected Messages Into Select a Folder

The Message center links are used to view emails sent to you by Classmate members and to reply to them, or to send new message to classmates of your choice. When you first register, you will see that there is a Welcome Message in your inbox, sent to you by the ForestHillsHigh.com administrator. Just click on the SUBJECT of the message to view the full message. You can click in the box next to the message, and then click on the DELETE button to delete any message(s). **See full message on page 15.**

Forest Hills High School Online Reunion Site

Search for your old classmates - List comments and information you want others to view - Upload photos of yourself and family members - Send "private" unlimited emails to anyone

Menu : Home Page | Logout

Read Message

Reply | Reply All | Delete Back To : Inbox

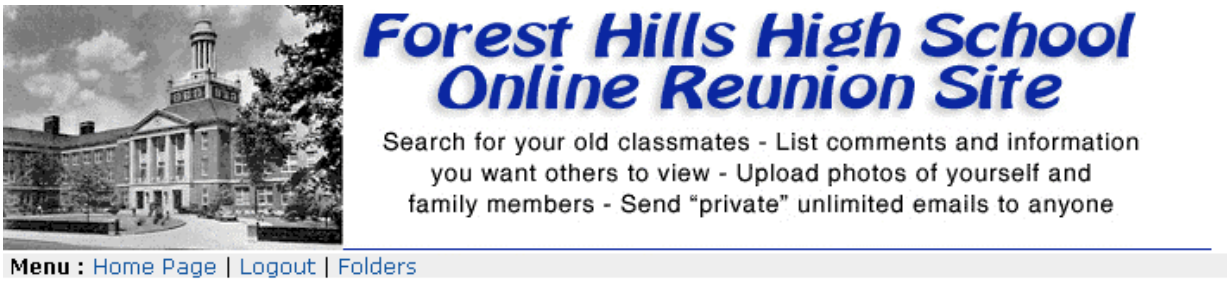
From	:	administrator
To	:	Harriet Blakely
Date	:	Oct 11, 2004, 00:26am EDT
Subject	:	Welcome Harriet

Welcome Forest Hills High Alumnus.

We hope you will enjoy your FREE Membership. Feel free to contact me at any time to ask any questions.

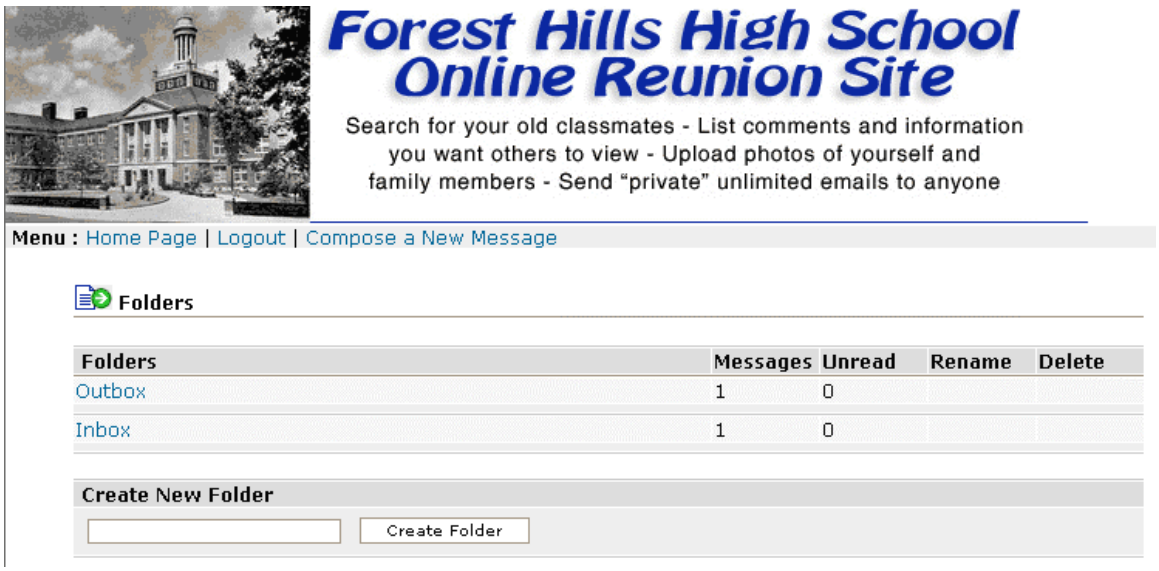
Webmaster
ForestHillsHigh.com

The above illustration shows the full message that appears when you click on the SUBJECT. Click on REPLY to reply to the message and the below REPLY screen will appear allowing you to reply to the message.


Forest Hills High School
Online Reunion Site
Search for your old classmates - List comments and information you want others to view - Upload photos of yourself and family members - Send "private" unlimited emails to anyone
Menu : Home Page | Logout | Folders
Message Reply
From : Forest Hills High Admin
To : administrator
Subject : Re: Welcome Harriet
Message : ----- On Oct 11, 2004, 00:26am EDT EDT, administrator wrote : ------
> Welcome Forest Hills High Alumnus.
>
> We hope you will enjoy your FREE Membership. Feel free to contact me at any time to ask any questions.
Send

Manage Folders

You can access your inbox or outbox by clicking on the drop down menu when you first enter the message center (page 14).


Forest Hills High School
Online Reunion Site
Search for your old classmates - List comments and information you want others to view - Upload photos of yourself and family members - Send "private" unlimited emails to anyone
Menu : Home Page | Logout | Compose a New Message
Folders
Folders Messages Unread Rename Delete
Outbox 1 0
Inbox 1 0
Create New Folder
Create Folder

Compose A New Message

Forest Hills High School
Online Reunion Site
Search for your old classmates - List comments and information you want others to view - Upload photos of yourself and family members - Send "private" unlimited emails to anyone
Menu : Home Page | Logout | Folders
New message
From : Harriet
To :
administrator
JohnD
Subject :
Message :
Send

Click on COMPOSE A NEW MESSAGE at any time to send an email message to any Classmate Member. You select the member's name by highlighting it in the TO box (see illustration page 16), enter a subject, and then type in your message and click on the SEND button. You can also highlight more than one member name, and send a message to all members selected (at the same time). Thus, if you have 20 members listed in your TO box, and highlight them all, you can send a single message to all of them at the same time.

All messages that are sent appear in the Member's inbox in the Alumni Area. Members must log in to view any new messages in order to reply to them.

BuddyList – Ignore List

Forest Hills High School Online Reunion Site

Search for your old classmates - List comments and information you want others to view - Upload photos of yourself and family members - Send "private" unlimited emails to anyone

Menu : Home Page | Logout | Send a Message | Search Members | Address Add | Add IgnoreList

Alumni Personal Profile

(*) denotes the private entries that are hidden from other members.

Click Caption below photo to view any additional photos.

Harriet 1982

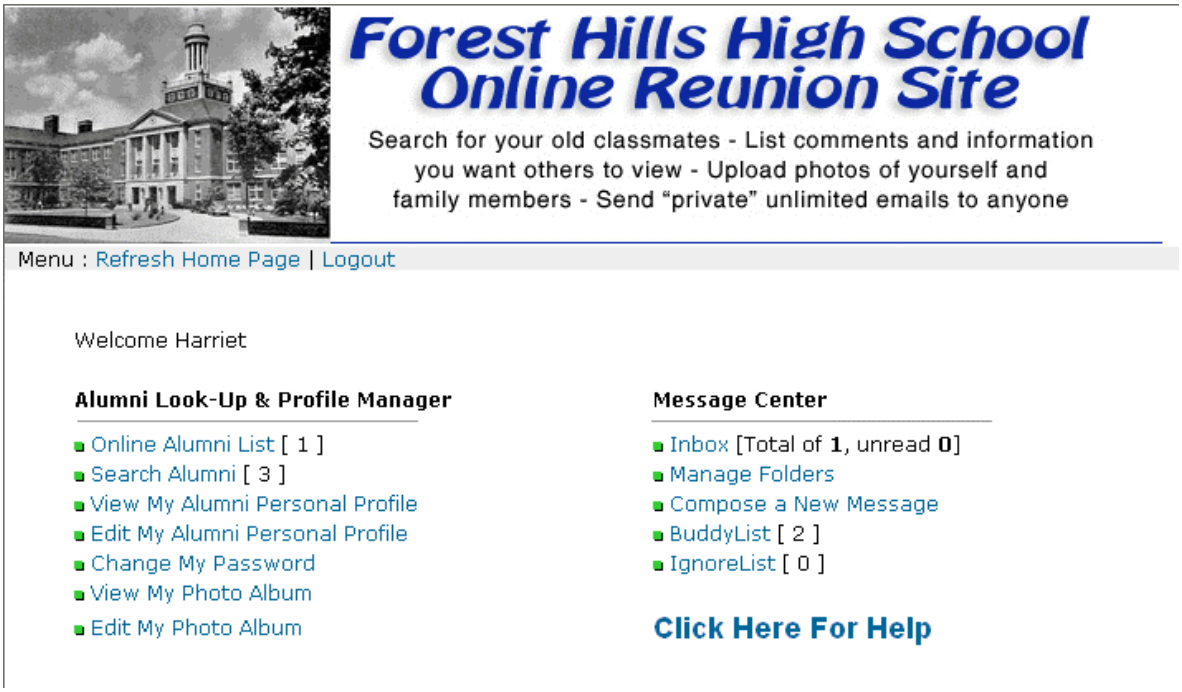
User Information

Year Of Graduation :	1960
Username :	Harriet
Gender :	Female
Age :	62

A Buddy List is essentially a list of Classmate Members (users) that you want to add to your Inbox (TO box) in the message center so that you can send emails to them as often as you'd like.

To add a Buddy to your TO box, simply click on the SEARCH USERS link on the main screen and when the list of users appears click on the User Name you want to add to your TO box. Then click on the ADDRESS ADD link at the top of the page that appears. This will add the new username to your TO box.

When you do this, the below screen will appear acknowledging that a Member has been added to your Buddylist.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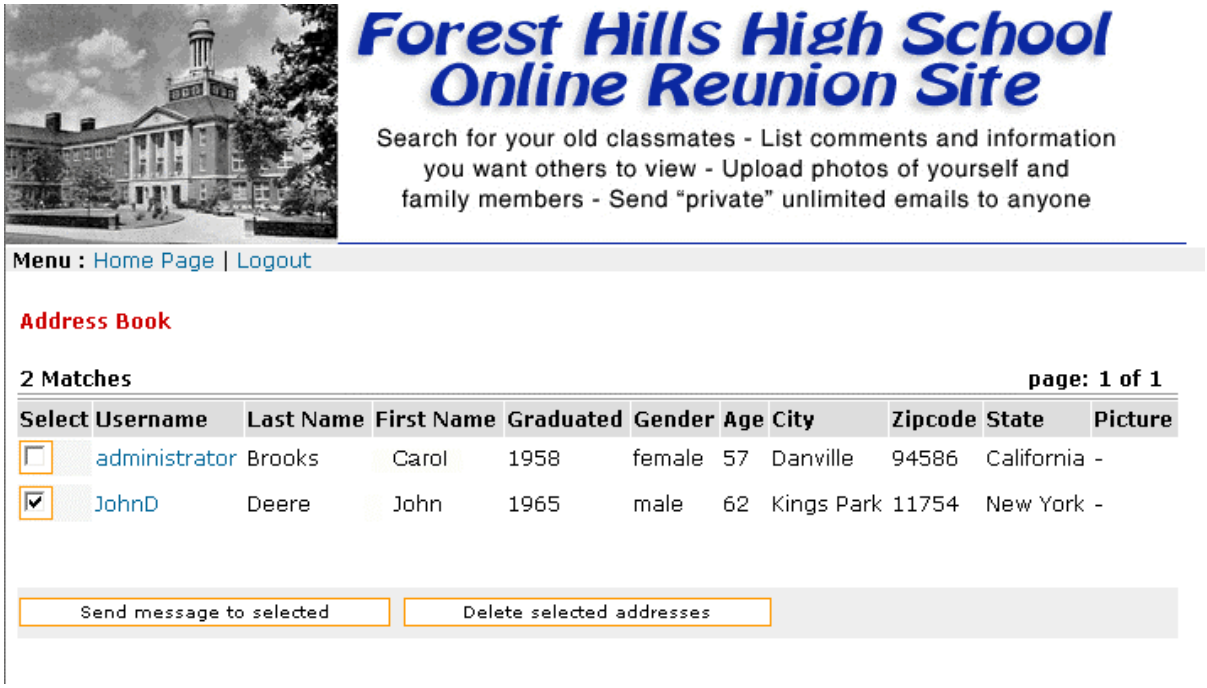
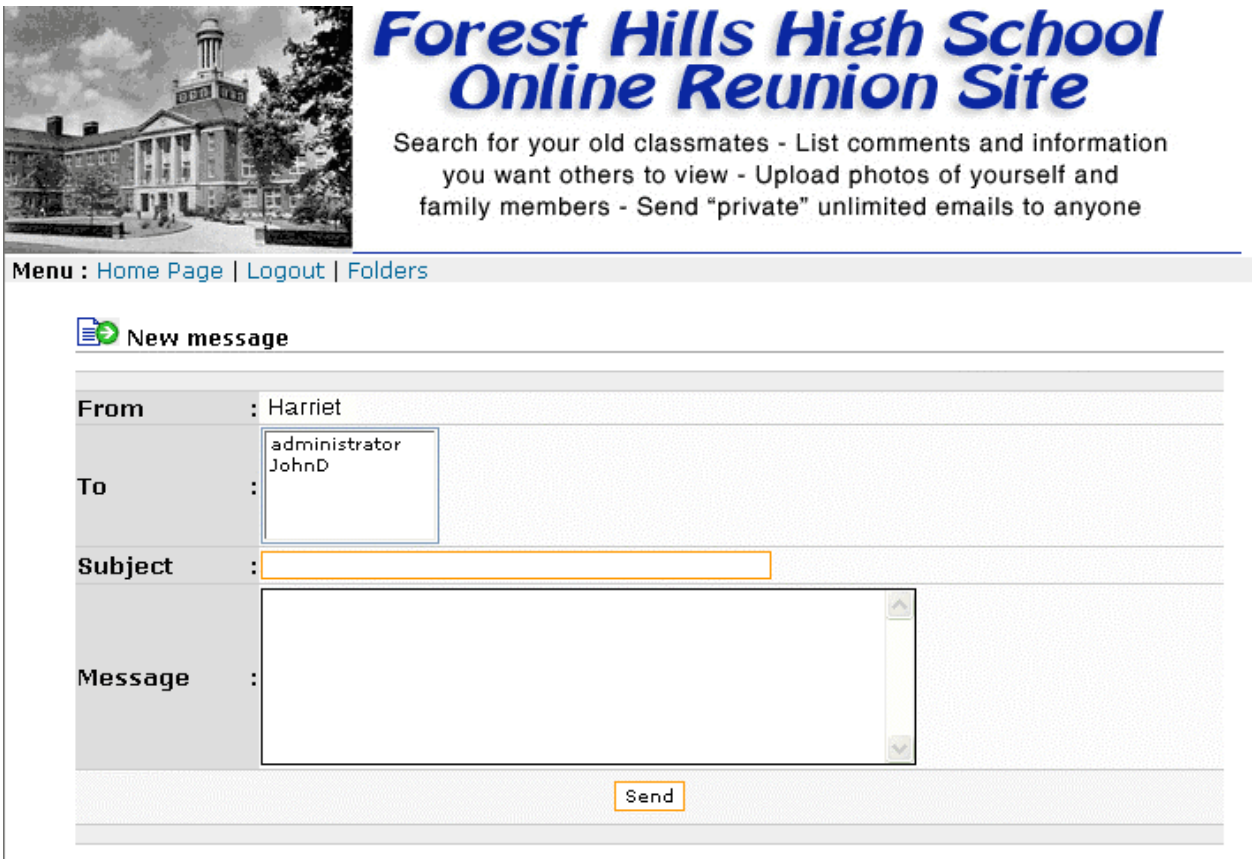
Online Reunion Site
Search for your old classmates - List comments and information you want others to view - Upload photos of yourself and family members - Send "private" unlimited emails to anyone
Menu : Refresh Home Page | Logout
Welcome Harriet
Alumni Look-Up & Profile Manager
Online Alumni List [1]
Search Alumni [3]
View My Alumni Personal Profile
Edit My Alumni Personal Profile
Change My Password
View My Photo Album
Edit My Photo Album
Message Center
Inbox [Total of 1, unread 0]
Manage Folders
Compose a New Message
BuddyList [2]
IgnoreList [0]
Click Here For Help

A QUICK WAY TO SEND EMAILS TO ALL PEOPLE ON BUDDY LIST:


Forest Hills High School
Online Reunion Site
Search for your old classmates - List comments and information you want others to view - Upload photos of yourself and family members - Send "private" unlimited emails to anyone
Menu : Home Page | Logout
Address Book
2 Matches
page: 1 of 1
Select Username Last Name First Name Graduated Gender Age City Zipcode State Picture
administrator Brooks Carol 1958 female 57 Danville 94586 California -
JohnD Deere John 1965 male 62 Kings Park 11754 New York -
Send message to selected
Delete selected addresses

You can quickly send emails to all users on your Buddy list by clicking on the BuddyList link on the main screen. When you do, the above screen will display. Just place a check mark to the left of all User Names on your Buddy List and click on the SEND MESSAGE TO SELECTED button. This will display the screen on page 19, where you can enter your subject line and message, and then send the message.


Forest Hills High School
Online Reunion Site
Search for your old classmates - List comments and information you want others to view - Upload photos of yourself and family members - Send "private" unlimited emails to anyone
Menu : Home Page | Logout | Folders
New message
From : Harriet
To :
administrator
JohnD
Subject :
Message :
Send

We hope this USER MANUAL is helpful in using all the features in the Forest Hills High Alumni Area.

If you have any questions about the use of any features on our web site, send an email to: alumnus@foresthillshigh.com

Enjoy the site and let others know about our FREE SERVICE.